LONDON & SOUTH EAST EDUCATION GROUP

Covid-19 RE-OPENING RISK ASSESSMENT 2nd December 2020 v7

Woodside Academy

The below risk assessment was formulated based on Government guidance for educational establishments and offices. A cross-functional team from the LSEEG including staff and union representation, agreeda group risk assessment approach. This risk assessment was adapted by the local leadership team in consultation with staff and has been informed by the local authority's risk assessment advice.

The overarching focus of the below risk assessment is concern for the Health an safety of Staff, students and the wider community

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need	Who needs to	When is the	Done
Covid-19	**Clinically Vulnerable staff** through					
		All Clinically Vulnerable staff have an individual risk assessment in place which is under regular review				
		Discretion by the the SLT in terms of flexibility of working arrangements due to C19	To continue monitoring risk assessments at least half-termly or more frequently according to need.	SLT	ongoing	
Covid-19	**Clinically Extremely Vulnerable staff**					
		Decisions relating to CEV staff are informed by their medical practitioners and individual risk assessments will reflect medical advice.				
Covid-19	**Clinically Extremely Vulnerable students** through general exposure to Covid-19 virus					
		Risk Assessments in place for all vulnerable pupils and all pupils with EHCPlans. Only the most vulenrable remain at home.				
Covid-19	**Clinically Vulnerable students** through general exposure to Covid-19 virus					
		All pupils have EHCPlans and also have positive behaviour support and wellbeing plans which are under regualr review.				
Covid-19	All staff, pupils and visitors through **general exposure** to Covid-19 virus					
		Staff have received training specific to Covid19 via the iHASCO e-learning platform.				
		Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges	Due to pupil SEND needs use of face coverings will be minimised to allow adequte communication and reduce anxiety. Government guidance will still be followed. Communal areas will operate as 'airlocks' and be limited to one bubble at a time. Others requing use of communal spaces will give way to pupil bubbles until the area is vacated. Staff and student comunication to occur.	SLT	07/12/2020	
		School to have handwashing/sanitising as a condition of entry, site entry to be limited to controlled entry points for students and staff entry. Hand sanitiser also at exit.	All staff to wear face covering in communal areas unless either excempt or risk assessed as having adverse impact on pupils	SLT	07/12/2020	
		Adequate handwashing locations around site with hot and cold running water and liquid soap	Pupils year 7 and above to be strongly encouraged to wear face coverings unless exempt.	SLT	07/12/2020	
		Posters and internal messaging around good hygiene specifically in relation to Covid-19	Consult with staff regarding proposed enhanced socail distancing in communal areas.	SLT	07/12/2020	
		Start times, break times and end of day staggered to reduce congestion				
		Enhanced cleaning regime focusing on higher contact areas such as handrails.				
		Educational trips and visits are cancelled				
		Emergency contact details for staff and pupils are up to date				
		In preference classrooms with natural ventilation will be used and windows left open.				
		Mechanical ventilation checked and confirmed as conforming to current CIBSE guidace				

		Cohorts of pupils will use the same space, if a new cohort uses the space the curriculum plan will reflect time in-between for cleaning. Prompts for safe distancing are located externally and internally. Visitor facing areas have splash screens or barriers providing safe distancing between staff and public. Food service areas have disttance barriers. Contractor activity reduced to a minimum and scheduled outside of core hours where possible. Contractors work under a permit to work or safe system of work that included infection control. No additional individuals or animals (e.g. children, partners, pets) to be brought onto campus with the exception of assistance and therapy animals. If staff receive a lift to work then the person giving the lift may enter the carpark but not the building. Unnecessary clutter, displays and leaflets have been removed to enhance cleaning efficiency. Additional training, information and communication issued to staff and pupils regarding infection control Behavioural policy has been amended to ensure saftey of all.				
Covid-19	All staff, pupils and visitors through			0		
		Anyone feeling unwell is required to stay home Anyone taken unwell on site with suspect Covid-19 will be required to leave or if not immediately possible will be escorted to the isolation room, they will remain 2m away from anyone else, if possible. Any support staff required will wear PPE if 2m can cannot be maintained (fluid resistant mask, gloves, apron and if appropriate eye protection)	No further action			
Covid-19	All staff through exposure to Covid-19					
		Workstations not to be shared, no hot desking 2m separation between all used workstations If 2m separation between all used workstations cannot be achieved then screens may be utilised, the intent is this is avoided in all but an absolute minimum of locations. Shared facilities (e.g. kettles) to be cleaned by user before use or removed if not practicable. School will provide cleaning materials for school property, personal supplied property must be cleaned with staff supplied cleaning products. Meetings should be online by default. If meetings have to				
Covid-19	Staff through exposure to Covid-19 virus					
		Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way Individual pupil needs will be assessed and it will be decided through individual risk assessment if pupil hygiene needs can be managed safely in school Whilst the government guidance indicates no additional PPE requirements due to the nature of the some support roles in provisions such as SEND (keeping pupils safe, close supervision and first aid) additional PPE will be made available (gloves, face mask, apron and glasses)				
Covid-19	**First aiders** through exposure to Covid-19 in role specific duties					

		Whilst the government guidance indicates no additional PPE requirements additional PPE will be made available for when dealing with medical emergencies (gloves, face mask, apron, glasses resuscitation aid) First aiders will be informed of the advice by St. John's ambulance service: be aware of the risks to yourself and others, keep yourself safe, give early treatment, keep yourself informed and updated, remember your own needs. Handwashing after each first aid call Staff rota will be reviewed to ensure adequate first aid presence				
Staff Wellbeing	Staff					
		Self-care and wellbeing flagged in daily brief and in meetings/briefings. Staff signposted to Education Support helpline. Staff reminded to alert SLT to any issues affecting mental and physical health. After school meeting cycle minimised.	Conduct staff wellbeing survey(postponed)	SLT	08 01 2021	
Fire	All staff, pupils and visitors through **fire**					
		Fire risk assessments reviewed in line of the above changes Social distancing does not apply in case of emergency (e.g. fire evacuation)				
Lone working	All staff, students and visitors through					
		A dynamic review will be led by the Head of School if staff numbers are low due to self isolation.				